

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State FSA Office
Tualatin, Oregon 97062

OR NOTICE AO – 85

FOR: COUNTY OFFICES

EEO/CR Training

APPROVED BY: State Executive Director

Larry E. Frey

RT

1 Overview

A Background

The EEO/CR Management Review Team found that all employees had not been trained on EEO/CR as required. New employees and new COC members should receive EEO/CR training within 12 months of their appointment or election according to Handbook 18-AO Paragraph 50.

2 Action

A CED's are required to provide EEO/CR training by using the 3 modules that were sent out in September of 2002. The modules are Module I - EEO, Module II - Cultural Diversity, and Module III - Nondiscrimination in Program and Services Delivery. The training must be completed by July 13, 2003. Provide training to the following:

- New personnel, including COC members who haven't received training within 12 months of appointment or election. (This includes temporaries who have worked for more than 12 months.)
- Incumbent employees who have not received EEO/CR training within the last 5 years.

B CED's will send an email to Marjorie Crooker certifying that all employees who were required to be trained according to paragraph A above have been trained. A list of employees trained, as a result of these instructions, will also be provided in the email so that the training can be entered into the ICAMs system.

DISPOSAL December 1, 2003

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